



## HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE

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### MERIT PROMOTION PROGRAM / VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT NUMBER:** NV-OKI-06-019

**TITLE/SERIES/GRADE:** Motor Vehicle Operator (Intermittent), WG-5703-05

(2) Vacancies to be filled, **\*TEMPORARY NTE 1 YEAR\***

### WORK SCHEDULE WILL BE ON AN ON-CALL BASIS

**SALARY:** \$14.49 to \$16.91 per hour

**OPEN DATE:** 21 APR 2006

**CLOSING DATE:** Open Until Filled

(1<sup>st</sup> cut-off April 28, then every two weeks there after until filled)

**LOCATION:** NAVAL FACILITIES FAR EAST, OKINAWA BASE SUPPORT VEHICLES AND EQUIPMENT

#### AREA OF CONSIDERATION: OKINAWA-WIDE

- Spouse and family members of military or civilian personnel of the Federal Government residing in the commuting area **with SOFA status**.
- Military spouses within 30 days of PCSing to Okinawa. Military spouses will not be referred to the selecting official until arriving on Okinawa. Applications must be received by the cut-off or closing date. It is the responsibility of the military spouse to notify Navy HRO upon arrival on island, and to provide all information concerning positions for which they have applied (e.g., announcement numbers).

#### NOTE:

- This is a **TEMPORARY NTE 1 YEAR** position.
- This position does not incur overseas allowances. Payment of travel and transportation expenses is not authorized.
- All required forms and documents must be submitted with your application on or before the closing date of the announcement. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.
- All requirements including but not limited to experience, time-in-grade, and education must be met by the closing date of the announcement.

**SUMMARY OF DUTIES:** Operates passengers vans up to 10 pax vans to transport Navy personnel. Provides pick-up and drop-off of passengers from billeting, AMC, Futenma Terminal, Naha Airport, Kadena AFB, White Beach and any other military installations requested by the customer. Performs operator's maintenance such as pre-trip inspections, replenishing fluid levels, air pressure, cleaning of vehicles in and out, cares for tools and equipment, and makes minor emergency repairs. Loads and offloads or assists in the loading and offloading of passengers and baggage and ensure that all passengers are seated in conformance with regulations. Properly fills out trip tickets and operator's maintenance service reports. In case of an accident, fills out driver's accident report (SF-91) and any other related documents required. Responsible for the cleanliness, inside and out, and topping off of fuel before securing assigned vehicle.

**METHOD OF EVALUATION:** Qualified candidates will be evaluated based on the following **knowledge, skills, and abilities (KSAs)**:

- 1) Knowledge of local safety rules and regulations for operating vehicles up to 10Pax Vans.
- 2) Ability to manipulate vehicle controls for starting, stopping, backing, and driving vehicles in all types of traffic and road conditions.
- 3) Knowledge of defensive driving techniques and ability to recognize hazardous road and traffic conditions.
- 4) Ability to recognize potential maintenance problems, do minor vehicle maintenance and report potential serious maintenance problems the supervisor.

**QUALIFICATION REQUIREMENTS (JOB ELEMENTS):** No specific length of experience is required. However, candidates overall background as reflected in the application must demonstrate that they possess the following job elements.

**SELECTIVE PLACEMENT FACTOR:**

- 1) **MUST address KSAs identified in METHOD OF EVALUATION.**
- 2) Must possess a valid driver's license.
- 3) Must be able to obtain a government license

**OTHER REQUIREMENTS:**

- 1) Failure to provide all or the required information may result in an ineligible rating or may affect the overall rating.
- 2) Male applicants born after December 31, 1959 are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. For further information: <http://www.sss.gov>. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.
- 3) Selectee must be able to obtain and maintain a valid drivers license.

**HOW TO APPLY:** Application and forms must be **received** by the closing/cut-off date of the announcement. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

**WHERE TO APPLY:** Human Resources Office, Bldg. 3597, Navy Satellite Office, Kadena AB

**FORMS REQUIRED:**

[OF 612](#) - Optional Application for Federal Employment, resume, or other written format. *Those using a resume or other written format should refer to the flyer [OF 510](#) - "Applying for a Federal Job" for required information.*

1. **Resume and alternative forms of applications MUST contain the following:**

- [Announcement number, title and grade of the job for which you are applying.](#)
- [Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship](#)
- [Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.](#)
- [Highest Federal civilian grade held \(also give job series and dates held\\*\); proof of reinstatement eligibility, if applicable.](#)
- [Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates \(Mo/Yr\), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.](#)
- [Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.](#)
- [An original signature and date.](#)

2. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities) in the order stated under the "Method of Evaluation" in this announcement.
3. Copy of most recent performance appraisal (*If current federal employee*).
4. SF-50 copy - If current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and [HRSCPR 12300](#). CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.
5. Copy of Sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached.
6. DD-214 indicating type of discharge (Member 4 copy). If claiming 10- point Veterans' Preference, submit an SF-15 and VA letter or certificate (dated within one year). Required if area of consideration includes VRAs or 30% Disabled Veterans and VEOA eligibles.
7. [Supplemental Questionnaire](#) **must** be attached to application. Questionnaire can be found on our website: <http://hro.cnfj.navy.mil> under forms.
8. Official transcripts OR statement from institution's registrar, dean, or other appropriate official when education is a basic requirement for the position or if desiring to qualify on the basis of substituting education for experience.
9. Male candidates born after December 31, 1959 must submit **PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION** form. For further information: <http://www.sss.gov>
10. All other forms and information required in the specific vacancy announcement, including any additional forms or information applicable to your specific situation as outlined below.
11. *Inquiries concerning status of application may be made within two weeks after closing date, please call DSN: (315) 634-6714.*

#### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying physical handicap or age. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Terri Duenas, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187.